

Minimum Qualification Specifications  
for the Class:

**FORESTRY AND WILDLIFE ADMINISTRATOR**  
**(FORESTRY AND WILDLIFE ADMR)**

**Basic Education/Experience Requirements**

Graduation from an accredited four (4) year college or university with a bachelor's degree, majoring in forestry, wildlife or a closely related field. Coursework must have included A or B:

- A. Twenty-four (24) semester credit hours in at least four of the following areas:
  - (1) forest management, e.g., mensuration, forest regulation, forest management;
  - (2) forest protection, e.g., fire protection, forest pathology, forest entomology;
  - (3) forest economics, e.g., forest finance, forest evaluation, forest economies, products and preparation and use of wood;
  - (4) silviculture, e.g., forest soils, forest ecology, dendrology, silvics, and silviculture; and
  - (5) related studies, e.g., forest engineering, forest recreation, range management, watershed management, and wood technology.
- B. At least eighteen (18) semester credit hours of coursework applicable to wildlife biology in such subjects as mammalogy, ornithology, animal ecology, wildlife management, animal husbandry, zoology, invertebrate zoology, vertebrate zoology, comparative anatomy, physiology (animal), genetics, animal taxonomy, parasitology, entomology, herpetology, biometry; or research courses in the field of wildlife biology; and six (6) semester credit hours in botany or the related plant sciences.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree in the above majors, including the coursework specified above, may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

### **Experience Requirements**

Applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown below or any equivalent combination of training and experience:

**Specialized Experience:** Four (4) years of progressively responsible professional experience in one or a combination of the following:

1. Management of forest resources—timber, water, forage, wildlife, public recreation, soils, minerals, land—to meet present and future public needs;
2. Development, production, conservation and utilization of natural resources of forests;
3. Protection of forest resources against fire, insects, diseases, floods, erosions and other depredations; and
4. Wildlife conservation, development and management, and/or wildlife research.

**Supervisory Experience:** One (1) year of supervisory work experience in one or a combination of the specialized areas described above under Specialized Experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

**Administrative Experience:** One (1) year of administrative experience in one or a combination of the specialized areas described above under Specialized Experience which involved active participation in, and major responsibility for the development, management, execution and coordination of policies and programs. Such experience may have been gained as a program manager or staff officer.

### **Substitutions Allowed**

1. A master's degree in forestry, wildlife biology, mammalogy, or ornithology from an accredited college or university may be substituted for one (1) year of Specialized Experience.
2. A Ph.D. degree in forestry, wildlife biology, mammalogy, or ornithology from an accredited college or university may be substituted for two (2) years of Specialized Experience.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

### **Tests**

Applicants may be required to qualify on an appropriate examination.


### **Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

-----

This is an amendment to the minimum qualification specifications for the class, FORESTRY AND WILDLIFE ADMINISTRATOR (FORESTRY AND WILDLIFE ADMR), which were approved on May 17, 1995.

Date Approved: 12/11/15

  
JAMES K. NISHIMOTO, Director  
Department of Human Resources Development